



Member agency of the Maryland  
Child Care Resource Network with  
funding provided by the Maryland  
State Department of Education



Montgomery County Child Care Resource & Referral Center  
332 W. Edmonston Drive  
Rockville, MD 20852  
Main Tel: 240-777-3110  
Training: 240-777-3203  
Fax: 301-279-1812

## Montgomery County Child Care Resource & Referral Center

Supporting Child Care Providers in  
Montgomery County Since 1998!



### help me grow

Summer 2009  
Training Season

Main: 240-777-3110  
Training: 240-777-3203  
Fax: 301-279-1812

Approval  
#CKO-30831

## POLICIES

### Pre-Register

Participants must pre-register with payment and registration form. We take Visa or MasterCard, checks, or money orders as accepted methods of payment. There is a \$25.00 fee for returned checks. Make checks payable to MCDHHS. Allow at least 5 business days for your registration to arrive by mail. Participants will receive a confirmation via mail after receipt of payment. *Space is limited. Walk-ins are not accepted the day of the training.*

### Arrive 15 Minutes Early

Training sessions begin promptly; *plan to arrive at least 15 minutes **EARLY** for the training.* Once the registration/sign in table has been closed you will not be able to join the class and it will be considered a missed class. Refunds are not issued for a missed class. A certificate will only be given for attending the entire training session/series (ex: If you leave early, you will *not* receive a certificate for the training; if you miss any part of a multi part course, you will *not* receive a certificate.).

### Training Format

Training sessions are developed to support the Maryland Child Care Credential, and are recognized and approved as core of knowledge training by the Maryland State Department of Education - Office of Child Care (OCC). Participants should be aware that written pre and post assessments are given at all training sessions. Successful completion of course materials is considered as a score of 75% or better on the post assessment and will reflect a Core of Knowledge certificate. A score of 74% or less on the post assessment will reflect a Continued Training Certificate. Both are recognized by OCC, however only the Core of Knowledge certificate will count towards the MD Credential.

### Accommodations

Sign language interpreter services or other accommodations will be provided only upon request with notice as far in advance as possible but no less than 72 hours prior to the event. If you need other services or aids to participate in this activity, please call 240-777-3203 (voice) or 301-279-1810 (TTY). Taking these steps will help us have sufficient time to best meet your needs.

### Participants Only

Training is designed for *REGISTERED ADULTS* only. Please make other arrangements for your children, so they will be safe and happy while you attend the training.

### Cancellation Information

*There are **no refunds** for missed or cancelled classes.* Any cancellations made at least 24 hours before the training will be credited towards future training. Missed classes will not be credited (*including late arrivals or leaving early*). Training is cancelled if Montgomery County Public Schools are closed due to inclement weather, low enrollment or other administrative reasons. To find out if training is cancelled due to inclement weather, call 240-777-3203. In the event MCCRRC cancels a class due to inclement weather, low enrollment or other administrative decisions we will make every attempt to reschedule or substitute the class. If the class cannot be rescheduled or a substitution cannot be arranged you will receive a full refund.

### Training Certificate Replacement Fee

There is a \$10.00 fee for each certificate replacement after 30 days of the class. If you cannot find your certificate and need a replacement, we will process one and mail it to you upon receipt of your payment. You may use the registration form to request a certificate.

### Transcript Fee

There is \$10.00 fee for transcripts. For example, if you need a copy of all the classes you participated in for credential or tax purposes, this printout will cost \$10.00. You may use the registration form to request a transcript.

Pre-Service Course

**Professional Communication Skills: A Pre-Service Course for Center Based Staff** (Level 3)  
*Successful communication is central to working with all those involved in child care: children, parents and co-workers/ administrators. Participants will develop a better understanding of the components to effective communication, focus on communication with children and families in their care, and explore communication with co-workers and administrators. \*This course meets the 9 hour pre-service communication requirement for center based staff.*

**Date:** Tuesday, August 11/6:30-9:30 p.m. and Saturday, August 15/8:30 a.m.-3:00 p.m. (\*lunch not included)  
**City:** Rockville **Cost:** \$90.00  
**Instructors:** Sapi Giordano & Jennifer Arnáiz

Community

**Understanding the Trifecta of Communication** (Level 2)  
*In this workshop you will explore strategies that develop healthy relationships between yourself, children, families and the community to enrich your program. You will discuss the importance of daily communication with families and how to utilize the resources available in your community to support the children and families in your care.*

**Date:** Saturday, July 18 **Time:** 9:00 a.m.-12:00 p.m.  
**City:** Rockville **Cost:** \$45.00  
**Instructor:** Jody Burghardt

**Preparing Culturally Responsive Educators** (Level 3)  
*Our beliefs and value systems influence our responses to interactions and relationships with others. In this class, participants will begin to understand that culture is dynamic and discuss supportive strategies that promote the social-emotional skills children need for learning.*

**Date:** Tuesday, August 25 **Time:** 6:30 –9:30 p.m.  
**City:** Rockville **Cost:** \$45.00  
**Instructor:** Jennifer Arnáiz

Child Development

**Foundations of Child Development** (Level 1)  
*In this introductory course participants will explore the principles and influences of child growth and development and receive a brief overview of leading theorists in the field of child development.*

**Date:** Tuesday, July 28 **Time:** 6:30-9:30 p.m.  
**City:** Rockville **Cost:** \$45.00  
**Instructor:** Sapi Giordano

Professionalism

**An Overview of Family Child Care Contracts and Policies** (Level 1)  
*This workshop for family child care providers will explore how to build a professional business relationship with parents, learn what should be included in a contract and policies and strategies to enforce their agreements with parents.*

**Date:** Saturday, Sept. 19 **Time:** 9:00 a.m.–12:00 p.m.  
**City:** Rockville **Cost:** \$45.00  
**Instructor:** Sapi Giordano

Curriculum

**Creating Conversations in the Classroom** (Level 1)  
*In this workshop you will learn strategies to support children’s development of oral and written language and learn how they are connected and support each other. You will learn how to capitalize on everyday activities such as daily routines, transitions, activities and other experiences to encourage the development of children’s conversation skills.*

**Date:** Tuesday, Sept. 22 **Time:** 6:30-9:30 p.m.  
**City:** Rockville **Cost:** \$45.00  
**Instructor:** Jody Burghardt

Health/Safety/Nutrition

**Sun Safety Preschool Curriculum** (Level 2)  
*Help children learn how to protect themselves from the sun through the SLIP, SLOP, SLAP, WRAP message. Participants will learn about resources in our community as well as how to develop your own program’s Sun Protection Plan.*

**Date:** Tuesday, July 14 **Time:** 7:00-9:00 p.m.  
**City:** Rockville **Cost:** \$30.00  
**Instructor:** Susan Hedges

**Cavity Free Kids** (Level 1)  
*Learn how to teach the children in your care about good oral health practices. Participants will learn strategies to discuss oral health with parents and also methods to prevent tooth decay.*

**Date:** Tuesday, July 28 **Time:** 6:30-9:30 p.m.  
**City:** Rockville **Cost:** \$45.00  
**Instructor:** Peg Marose

En español – salud/seguridad/nutricion

**Medidas para protegerse del sol: manual para preescolar y guardías** (Nivel 1)  
*Ayude a los niños en su programa aprender cómo protegerse contra el sol con el mensaje de los 4 U’s! Los participantes aprenderán sobre recursos en nuestra comunidad así como desarrollar un plan de protección del sol en su propio programa.*

**Fecha:** martes, 14 de julio **Hora:** 7:00-9:00 p.m.  
**Ciudad:** Rockville **Costo:** \$30.00  
**Instructora:** Silvia Miranda

**Niños sin caries** (Nivel 1)  
*Aprende cómo enseñar a los niños bajo su cuidado acerca de las buenas prácticas de salud bucal y estrategias para educar a los padres sobre la salud oral y los métodos para prevenir las caries.*

**Fecha:** sábado, 15 de agosto **Hora:** 9:00 a.m.-12:00 p.m.  
**Ciudad:** Rockville **Costo:** \$45.00  
**Instructora:** Silvia Miranda

En español – necesidades especial

**Estrategias apropiadas para niños con necesidades especiales** (Nivel 1)  
*El entender como incluir y cuidar a los niños con necesidades especiales en su programa y las leyes que lo regulan es una pieza vital para convertirse en un buen proveedor de cuidado infantil. En esta clase los participantes aprenderán los requisitos de la ADA y como se aplican en el cuidado del niño. Además, los participantes obtendrán una comprensión básica de los diferentes tipos de discapacidades y las estrategias para crear un ambiente inclusivo.*

**Fecha:** martes, 25 de agosto **Hora:** 6:30-9:30 p.m.  
**Ciudad:** Rockville **Costo:** \$45.00  
**Instructora:** Elena Aguilar

Can't find what you are looking for?  
Search for trainings in the state of Maryland.

[www.mdchildcare.org](http://www.mdchildcare.org)

¿No puedes encontrar lo que usted está buscando? Para buscar entrenamientos aprobados en el estado de Maryland.

Registration Form

Name/Nombre  
Address/Dirección

Phone/Teléfono  
E-mail/Correo Electrónico  
☐ Please add me to the MCCR&RC E-mail distribution list.

Tell us about yourself:

☐ Family Child Care/Proveedora en el Hogar  
☐ Center Staff/Proveedora de Guardería  
☐ Trainer/Entrenador  
☐ Other/Otro

Your first language: \_\_\_\_\_  
Su lengua materna

Workshop/Taller	Price/Precio
<input type="checkbox"/> Certificate Replacement	\$10.00
<input type="checkbox"/> Transcript Fee	\$10.00
<input type="checkbox"/> Library Usage Card	\$20.00
Total:	

Payment/Pago  
☐ Check/Money Order (payable to MCDHHS)  
☐ Master Card/Visa  
☐ Cash

Credit Card Number  
Exp. Date

Signature

Mail registration with payment to:  
MCCRRC  
Attn: Training Department  
332 W. Edmonston Drive  
Rockville, MD 20852